

Mitchell Myers

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Objective

Experienced and dedicated project manager seeking position of responsibility that will fully utilize and expand on existing communication skills, management experience and technical expertise to execute at a high level with integrity.

Ferguson Waterworks a division of Ferguson Enterprises

Ferguson Waterworks supplies materials for civil construction / underground utilities and water, sewer treatment facilities.

Estimator / Quotation Manager 2017-2020

As a quotations manager, I managed the bid process for projects ranging in size from \$5,000 to several million dollars. My specific duties included:

- **Project identification** - Identified and qualified potential new civil construction projects to bid.
- **Reviewed plans and specifications** - Expert in analysis and review of detailed construction plans.
- **Value Engineering** - Identified more efficient and cost effective means of completing projects.
- **Develop a materials-required report** - (material take-off) Priced and calculated values for bidding process.
- **Bid completion and submission** - Managed and submitted bids to contractors and agencies according to required deadlines.

Outside Sales 2004-2017

Developed customer relationships and managed contractor and government agency accounts. My specific duties included:

- **Account management** - Brought in new business, serviced existing accounts — met annual goals.
- **Vendor Relations** - Sought and developed valuable mutually-beneficial vendor relationships.
- **Project Management** - Managed project according to contractor requirements and schedules, including material submittals, product delivery and reacting to changes as needed.
- **Procurement** - Acquired and ensured availability of key materials for project completion.

- **Managing Budget and Sales Goals** - Managed and met budgeted sales goals and profits.
- **Client retention and development** - Maintained successful relationships with key clients.

American Water Resources

Operations Manager 2001-2003

Managed 8-person team of field technicians and office staff, I was responsible for hiring, recruiting, scheduling, assigning tasks, training, maintaining a safe and secure working environment. My duties also included:

- **Management** of capital improvement projects, including construction of water system improvements of various types.
- **Communication and coordination** with government agencies including the Washington State Departments of Health, the Utility and Transportation Commission and the Washington State Department of Ecology.

Familian Northwest

Assistant Branch Manager 1988-2001

- **Staff management** - Responsible for supervision and training of staff at Chehalis branch office.
- **Training and Development** - Coordinated and organized training seminars for staff and customers.

Skills

- **Project management** – Superior collaboration skills. Efficiently plan, implement, execute and complete projects on schedule.
- **Analytical skills** – Detailed analysis of construction plans and specifications.
- **Continuing Training and Education** – Ongoing training with various vendor product lines and management training courses.
- **Exemplary Team management** – Coordinating staff, daily assignments, follow-up and review.
- **Excellent communication skills** – Worked collaboratively to bring projects together.
- **Expert at Navigating** construction bidding processes, both public and private.
- **Sales and account management** – Developed mutually beneficial relationships and interactions with customers.
- **Computer software** – *Planswift software, Microsoft Office*

Community

Volunteer - Olympia Senior Services - Meals on Wheels, various duties at community center senior events

References

References available upon request.